



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Tuesday, January 6, 2009
POSITION TITLE:	Regional Dental Director, Correctional Facility, Inmate Dental Services Program, Division of Correctional Health Care Services	FINAL FILING DATE:	Tuesday, January 27, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$26,929.00 - \$29,689.00 / Month	BULLETIN ID:	01062009_3

POSITION DESCRIPTION

NOTE: The monthly salary includes a pay differential. Part of the differential is not subject to PERS retirement provisions through June 30, 2009. The entire differential becomes subject to PERS retirement provisions after June 30, 2009.

Under the general direction of the Deputy Statewide Dental Director, Correctional Facility (CF), Division of Correctional Health Care Services (DCHCS), the Regional Dental Director (RDD), CF, plans, organizes, and directs the clinical operations of the dental health care delivery system, including the dental program and dental program support assessments. The RDD, CF, oversees the dental clinical services and the performance of Chief Dentists, CF in their region.

Duties include, but are not limited to:

- Plan, organize, direct, and evaluate the dental clinical services of a region; and direct and evaluate a coordinated dental clinical services delivery system for a region in coordination with the medical and mental health services. Oversee the performance of the regional dental quality reviews and provides the Dentist, CF, Dental Assistant, CF, and other members of program support teams with specific direction regarding the Inmate Dental Services Program through training, planning, and monitoring of compliance with all DCHCS policies and procedures.
- Provide specific coordinating direction and oversee the performance of the Chief Dentist, CF at each Institution within an assigned region in conjunction with directives from the Statewide Dental Director, CF, and the Deputy Statewide Dental Director, in order to implement dental health care policy within the region and to coordinate health care operations with other regions. Ensure the provision of training and regular reviews of dental practices, prescribing practices, preventive and oral self care education, oral surgery referrals, laboratory requests and performance, cumulative

pharmacy and therapeutic reviews, radiological operations, and other clinical services conducted within the region. Conduct reviews of the credentialing, privileging, and licensing of professionals employed within the dental health care delivery system.

- Oversee the Utilization and Risk Management Program for the region; provide direction regarding the efficient management of all dental operatories, prosthetic laboratory utilization, and outside consultants within the region; provide direction in the coordination of appropriate regular utilization reviews; and approve transfer of dental patients between institutions and to outside medical facilities. Direct the production of a monthly retrospective utilization review; and serve as the Chairperson conducting quarterly regional conferences to evaluate patient dental care within the region, which includes a forum for accumulated outcome data review studies; and provide consultation, regional emergency response review, staff education, and training.

- As directed in specific cases of high notoriety, including the Director's Review Board, provide consultation and review of the examination, diagnosis, prescribing practices, and administration of treatment to inmates; provide second opinions; check reports and charts; direct the performance of regular audits of patient care of institutions within the assigned region; develop treatment protocols and algorithms; conduct staff conferences; and instruct staff in modern dental techniques and methods.

- Respond in the event of an emergency to direct the provision of on-site care at institutions; and perform direct patient care as needed during emergencies.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Possession of a current license to practice dentistry issued by the Dental Board of California.

At least three (3) years of experience working as a dentist in a correctional or similar environment.

- Demonstrated abilities in communicating effectively both orally and in writing; and in representing the Department with various stakeholders such as Legislators, local government and law enforcement agencies, community leaders, bargaining units, advocacy groups, the public, and court monitors.

- Experience in personnel management and supervision which demonstrates the ability to motivate staff and manage large groups; and knowledge of the manager's role in providing equal employment opportunity in the work place.
- Ability to analyze complex problems, recommend and initiate effective courses of action, and develop and implement policies and procedures as appropriate.
- Knowledge of management and operations of a dental health care delivery system, including regional field operations, and dental clinical treatment programs.
- Broad and extensive administrative experience in the development and implementation of statewide dental health care delivery system program policies and procedures.
- Knowledge of federal, state and local laws and regulations, and court mandates pertaining to dental health care services, and experience in managing a budget.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Department of Corrections, Parole Administrator I, Adult Parole, Program Administrator, Correctional School, or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. Applications will be retained for twelve months.

The Results of this examination may be used to make additional appointments to CEA positions that are substantially the same and used to fill subsequent vacancies for these position(s) for a period of up to twelve months. The additional position title(s) are listed below:

Regional Dental Director, Regions 1, 2, 3, 4

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and no less than 12 font.
- Resumes do not take the place of the Statement of Qualifications.
- **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Executive Recruitment and
Appointments

P.O. Box 942883, Sacramento, CA 94283-0001
Toni Dodds | (916) 322-9223 | toni.dodds@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the Executive Recruitment and Appointments, 1515 S Street, Room 108-N, Sacramento, CA 95811.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>